

I. EMPLOYMENT POLICIES

G. RECRUITMENT

1. Notice of Position Openings

Notice of all positions open for employment with the City will be announced by the Human Resources division. Each applicant must complete an on-line employment application form. The application and resume (if a resume is required for the position) must be submitted prior to the application deadline. Only those applicants who meet the minimum qualifications will be considered for the position.

2. Selection Procedures and Examinations

The formal examination procedure may include an oral interview, written or physical abilities or performance test(s) and/or any other appropriate selection device. Reasonable accommodations will be granted to individuals with disabilities in order to participate in this process. The City may verify past employment through reference checks. Many positions will require a background investigation be conducted either by the City of Lawrence or a contracting third party (**Attachment B**). The Lawrence Kansas Police Department conducts background checks of all new hires per department policy. Any applicant subject to a background investigation will sign a release of information prior to the investigation being conducted. In addition, an applicant is required to undergo a post-offer medical examination that includes a drug screening after an offer of full-time regular, part-time regular, and extra-board employment is made. This examination is conducted by a physician designated by the City. Any offer of employment that an applicant receives from the City of Lawrence is contingent upon, among other things, satisfactory completion of this examination and a determination by the City and its examining physician that the applicant is capable of performing the essential functions, to include the physical requirements, of the position with or without reasonable accommodations.

3. Relationships and Employment of Relatives

This policy must be considered when hiring, assigning, promoting, or transferring any employee. (For the purposes of this policy, except as may otherwise be provided herein, employee does not include seasonal employees, temporary employees, interns, volunteers, or any person temporarily engaged by the City). This policy shall

apply prospectively to all hires, assignments, promotions, or transfers occurring after January 1, 2019.

For the purposes of this policy, “relative” shall include any relationship established by blood, marriage, or law. Examples of relative include, but are not limited to the employee’s spouse, domestic partner, partner by cohabitation, child, ward, father, mother, legal guardian, sibling, half-sibling, son-in-law, daughter-in-law, mother-in-law, father-in-law, stepparent, stepchild, stepsibling, grandparent, grandchild, uncle, aunt, nephew, niece, first cousin, foster parent, and foster child. Relative also includes any person who is parent to the same child and any person with whom the employee is involved in an intimate relationship. (For the purposes of this policy, intimate relationship means any significant romantic involvement, but not necessarily including sexual involvement. An intimate relationship does not include casual social relationships or associations in a business or professional capacity.)

The employment of employees who are relatives can create barriers to diversity in the workplace and can cause various additional problems in the workplace, including but not limited to perceptions and complaints of favoritism, conflicts of interest, scheduling complications, and appearances of impropriety that may work to the disadvantage of the City and to the morale of its employees.

It is the goal of the City to promote diversity and to avoid creating and to avoid maintaining in the workplace circumstances where those disruptions exist.

To that end, relatives of the City Manager, the Assistant City Managers, the Assistant to the City Manager, the City Clerk, the City Attorney, Department Directors, and Human Resources staff are ineligible for City employment. Additionally, relatives of the City Manager, the Assistant City Managers, and the Assistant to the City Manager are also ineligible for temporary employment, seasonal employment, a City internship, or any other temporary engagement with the City.

For all other positions, it shall be the general policy of the City that no person shall be hired, assigned, promoted, or transferred to a department of the City or any subdivision thereof, when, as a result, that person would be directly or indirectly supervising a relative, would be directly or indirectly supervised by a relative, or when, as a result, that person routinely would be overseeing, working for, or working with a relative.

When a prohibited work relationship between relatives arises, the City will make reasonable efforts to find an acceptable alternative or to remedy the conflict, either by reassigning or transferring one of the employees. If there is no reasonable alternative or there are no available positions for reassignment or transfer, or the employees' positions are such that reassignment or transfer will not remedy the conflict, then the City Manager, or his or her designee, will select one of the employees to resign his or her position. That employee shall have ninety days after notification to voluntarily resign his or her position. Failure to resign one's position within the allotted time shall be grounds for involuntary termination.

Regardless of the foregoing, no personal employee relationship will be allowed to be maintained if it creates disruption or potential disruption in the workplace, creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate.

Additionally, the City reserves the right to exercise appropriate managerial judgment and to take such actions as may be necessary to achieve the intent of this policy. The City also reserves the right to vary from the guidelines outlined in the policy to address unusual circumstances that may arise on a case-by-case basis or where it may serve the best interests of the City. In such cases, the City Manager shall notify the Governing Body at an open public meeting of his or her intent to vary from the guidelines of this policy.

4. Intra-Organizational Job Opportunities

It is the intent of the City of Lawrence to consider all eligible employees who apply for other positions. Notices of all vacancies shall be posted on the City's website and at the Human Resources office.

Interested employees are responsible for monitoring job vacancy notices and for completing and filing an on-line application form during the posting period for a specific opening.

5. Working Outside of Classification

An employee may be assigned to work at any position in the same or lower grade without a change in pay. An employee may also be assigned temporarily to work at a position at a higher grade with no change in pay. Temporary assignments beyond two weeks should be reviewed by the Department Director to determine if additional

compensation is due based upon the change in job responsibilities. Additional compensation may be granted upon approval of the City Manager.

6. Demotion

A Department Director has the authority to demote an employee. A demotion will not be made if another employee must be laid off by reason of the action. No demotion shall be made as a disciplinary action unless the employee to be demoted meets the qualifications of the lower classification. The Human Resources Manager will determine if the employee will retain their rate of pay following the demotion or be required to take a reduction in pay in order to remain within the pay grade of the new position.